

**METROPOLITAN EDUCATION COMMISSION  
KEY TO EMPLOYMENT FOR THE 21<sup>st</sup> CENTURY SYMPOSIUM  
SUBCOMMITTEE MEETING MINUTES  
Friday, December 4, 2015 9:00 a.m. at  
the MEC office, 930 E. Broadway Blvd., Tucson, Arizona.**

Attendees: Dr. June Webb-Vignery, Ed Nossem, Johanna Duffek, Morgan McClincy, Shawn Graham, Yvonne Sandoval, Larry Jones, Don Ruedy.

- 1.0 CALL TO ORDER – DR. JUNE WEBB-VIGNERY  
The meeting was called to order at 9:00 a.m.
- 2.0 ROLL CALL – DR. JUNE WEBB-VIGNERY  
A Roll Call of members was conducted and a Quorum established.
- 3.0 PLEDGE OF ALLEGIANCE  
The Pledge of Allegiance to the United States of America was recited by the attendees.
- 4.0 APPROVAL OF NOVEMBER 6, 2015 MEETING MINUTES  
Motion: Don Ruedy  
Second: Johanna Duffek  
Motion passed unanimously.
- 5.0 PLANNING FOR THE 2015 KEY TO EMPLOYMENT SYMPOSIUM –  
DR. JUNE WEBB-VIGNERY  
The date of the 2016 Key to Employment Symposium is Wednesday, February 3, 2016, from 9:00 a.m. to 12:30 p.m., at the University of Arizona Student Union Ballroom.

Space/Logistics:

Morgan McClincy has reserved the Student Union Ballroom for Wednesday, February 3<sup>rd</sup>, 2016. The Student Union will invoice the MEC after the event to account for any extra expenditures.

We will have access to the North & South Ballrooms, as well as the 4 side rooms (Rincon, Santa Rita, Tucson, and Catalina. These will be used for workshop presentations and additional exhibitor space. Nancy Schneider mentioned that there was a need for extra electricity at last years event, partially because some of the outlets did not work. Morgan McClincy said that there could be additional costs associated with this situation and that the issue should be taken care of in the registration process – it was suggested that the request for electricity in the exhibitor registration form be bolded out. Don Ruedy suggested that the assignments for electricity be explicit.

We will eliminate the “Two chairs per table” provision, and provide only what the exhibitors specifically request in this regard. The exhibitors should be explicit on their needs when registering.

Sponsors:

Tucson Electric Power has committed to a \$2,000 sponsorship. There is a total of \$17,433.00 requested throughout the community. We are awaiting remittances from Bombardier Aircraft Maintenance, Pantano Animal Clinic, and UA Research & Economic Development. Johanna has contacted CAID Industries, and is awaiting word from Cox Communications for a meeting.

Exhibitors:

We have 12 exhibitors registered so far. Yvonne Sandoval will send out notice to the Pima Community College exhibitors after January 1<sup>st</sup>.

School Registration:

The MEC office will handle school registrations; 48 schools have been contacted and have responded. We have 270 students registered at present.

Campus Tours

Morgan McClincy has placed the event on the Student Life calendar. The contact for the campus tours will be determined at a later date.

Hospitality Breakfast:

It was decided that we will NOT provide a hospitality station, but will provide coffee and water in the Diamond Atrium instead. The additional space will be used for exhibitors.

Workshops:

It was decided that one Regional College Access Center workshop conducted by RCAC Coordinator David Rodriguez, and one 2+2 Workshop conducted by Alonzo Minjarez from Pima Community College (possibly with a U of A presenter), in one breakout room. Morgan will contact the UA College of Engineering to see if they would set up two workshops in the other breakout room. Morgan will contact Rebecca Myren at the UA College of Engineering in this regard.

Lunch:

Ed has contacted Kelly Carpenter at Papa John's Pizza Speedway & Tucson Blvd. store to alert them about the event in January 2016. She has responded that they look forward to working with us. Ed & Johanna will send the final order numbers to her the week of the event.

Volunteers

No action.

Parking:

We will probably reserve 80 spaces, Mike Wallace is the contact. Morgan will look into a reduced rate.

### AZ Sci Tech Festival

Don Ruedy reiterated that the K2E is one of six Arizona Sci Tech Festival Signature Events. They will assist with the event program layout if we request it.

### Transportation of Participants/Arrival Times:

No action. We will probably use the same format as in previous years, with 3 different sets of arrival times, Blue, Red, and Green groups.

### Evaluations:

We will use paper evaluations. The evaluations will be completed by the students and handed in for them in order to receive the lunch.

### Exhibitor Evaluations:

Same as last year; Johanna will set up a Survey Monkey.

### Event Programs:

IBM Tucson has once again offered to provide in-kind printing of the K2E Programs. We will need to get the logos of the sponsors, using the format as described in the Sponsor Form (\$500 and above gets a ¼ page ad in the program).

### Raffle Prizes:

There will be no raffle prizes.

### Nametags

The same procedure will be used as last year; 3 different colors for the students based on their arrival times.

### Bags

Shawn Graham will be our Pima Community College contact for the student bags. Ed will count the surplus bags at the MEC office, and will request them as we get firm numbers of student attendees.

### Copies, Filing, Materials Collection

No action.

### Website / Social Media

The event has been listed on the City of Tucson MEC website.

## 6.0 NEXT MEETING

Next Meeting: Friday, January 8, 2016, 9:00 a.m., at the MEC office.

## 7.0 ADJOURNMENT

Motion: Johanna Duffek

Second: Shawn Graham

Motion carried unanimously.

Meeting adjourned at 10:00 a.m.

